

The Mentoring Connection

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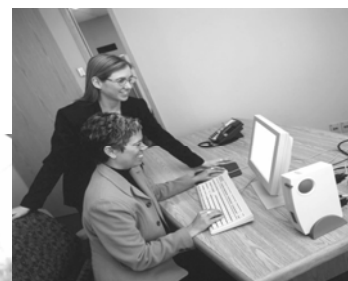
The Mentoring Connection

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# Navigating The Mentoring Connection



## A Guide for the Protégés and Mentors

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[www.mentoringconnection.com](http://www.mentoringconnection.com)  
[www.thetrainingconnection.com](http://www.thetrainingconnection.com)

## Signing up to The Mentoring Connection

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### What is The Mentoring Connection?

**The Mentoring Connection (TMC)** is an innovative web-based program designed to help manage the logistics of the mentoring program and partnerships. **TMC** offers participants an opportunity to:

- ◆ Apply to the mentoring program on-line.
- ◆ Keep track of upcoming mentoring activities and training events.
- ◆ Suggest potential mentoring matches and much, much more!

### To join The Mentoring Connection ...

To apply to the program, employees will need to complete a User Profile and an Application Form. To connect to **TMC**, please follow the instructions below:

Simply go to <http://www.mentoringconnection.com>

The first screen provides a brief introduction to **The Mentoring Connection** and offers you an opportunity to Sign-Up on line. Click on the **"Sign-Up Here"** button located under **"Member Login"** and enter your Group ID:

New member login:  
[Sign-Up Here.](#)

Once you have entered a Group ID click **"Submit"** and complete your User Profile. Be sure to remember both your User ID and Password as you will use them to access the system in the future.

The next screen is the Application Notification. Click **"OK"** and respond to the questions to the best of your ability. Once you have completed the form, click **"I'm Done"**.

The following pages have additional instructions and screen shots for navigating **The Mentoring Connection**.

# How to Navigate The Mentoring Connection

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## Home

This page brings you to the Home page.



From the **"Home"** drop down, click **"Home"**.

# How to Navigate The Mentoring Connection

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## Contact Us

The Contact Us page lists out all of the Program Coordinators, their email addresses and phone numbers.

Informal Client Important Contacts			
Company	Email	Phone	
Consultant	<a href="#">Kathy Wentworth Drahosz</a>	(703) 551-0734	
Name/Email	Role	Division	Phone
<a href="#">Jennifer Cunningham</a>	Project Coordinator	Unassigned	703-551-0734

\* Click on name in Email Column to send an email.

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From the **"Home"** drop down, click **"Contact Us"**.

# How to Navigate The Mentoring Connection

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## Calendar

Program Coordinator uses the calendar to convey event information and deadlines to mentoring program participants. Upcoming events than appear on the scrolling display on the welcome page of all participants.

Calendar						
May 2006 add		Calendar Navigation May 2006 goto				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 -- Today -- Conference Call - TMC Demo	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

From the **"Home"** drop down, click **"Calendar"**.

To see detailed information about a specific question, click directly on the session and an informational screen will appear.

# How to Navigate The Mentoring Connection

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## Library

The Library is a compilation of various resources that have been selected by the Program Coordinator and the Consultant to better assist the partnerships in their mentoring relationships and activities.

Document Library	
Newsletters	
Title	Summary
<a href="#">The Training Connection Newsletter</a> (428.088kb)	This Newsletter contains information that we hope you will find useful in your mentoring partnerships.
Training Guides	
Title	Summary
<a href="#">Mentoring Stand-alone Guide</a> (1032.278kb)	This guide provides participants with information for a successful mentoring partnership.

From the **"Home"** drop down, click **"Library"**.

# How to Navigate The Mentoring Connection

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## Discussion Forum

This feature is a threaded discussion open to all participants in the mentoring program. Anyone can start a discussion or contribute to an on-going discussion.

Discussion Forums

new

[How is this site working for you](#) (Jennifer Cunningham 3/31/2003 8:41:08 AM)  
☐ [All is going well!!](#) (Lucille Ball 12/14/2005 10:20:56 AM)  
[I am so glad to hear this :-\). ....](#) (Jennifer Cunningham 5/2/2006 9:42:23 AM)

From the **"Home"** drop down, click **"Discussion Forum"**.

# How to Navigate The Mentoring Connection

## Phone Book

The phone book feature provides quick and easy access to the telephone numbers and e-mail addresses of all participants in your program. This feature is accessible to all users and Program Coordinator.

The phone book also identifies Situational Mentors. Situational mentors are the right help at the right time and are usually available to help solve a quick problem, uncover a hidden talent or learn a new skill.

Phone Book

To view a subset of users, select a Location and/or Division and click the "Refresh" button.

Location: All Locations

Division: All Divisions

Refresh

Informal Client			
Phone Book for: All Locations and All Divisions,			
Name	User Type	Email	Phone
Abrille, Joe	Mentor	kdrahosz-ttc@home.com	707-562-8743
Ball, Lucille	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cat, Tom	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cregger, Anne	Mentor	kdrahosz-ttc@comcast.net	703-245-2453
Cunningham, Jennifer	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Cunningham, Jennifer	Client Admin	jcunninghamTTC@comcast.net	703-551-0734
Doe, John	Mentoree	doe@abc.com	123-333-3333
Hibbard, Ann	Mentoree	ahibbard@amciweb.com	703-245-2466
Maguire, Jerry	Mentor	kdrahosz-ttc@comcast.net	703-551-0734
Mertz, Ethel	Mentor	tmiliganttc@comcast.net	703-551-0734
Mouse, Jerry	Mentor	kdrahosz-ttc@comcast.net	703-551-0734
Sherman, Sherry	Mentoree	kdrahosz-ttc@comcast.net	703-551-0734

From the **"Home"** drop down, click **"Phone Book"**.

To view a subset of users, select a Location and/or Division and click the **"Refresh"** button.

To locate a situational mentor, look for mentors who have an **(S)** in parenthesis next to his/her name.



# How to Navigate The Mentoring Connection

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## Pre-Work

On this page participants may view bios, edit both their profile and application, complete their DISC assessment and View their matching requests

Hello Lucille Ball!

[Click here to View Bios](#) of prospective Mentors

Mentoring Progress	
Forms	Completed
<a href="#">My Profile</a>	3/20/2003
<a href="#">Application Form</a>	5/2/2006
<a href="#">Pre Course DISC Assessment</a>	
<a href="#">The Success Triangle (a 360° Evaluation)</a>	0.00%

[Click here to View Matching Requests](#)

From the **"Pre-Work"** drop down, click **"Pre-Work"**.

# How to Navigate The Mentoring Connection

## User Profile

The user enters basic demographic data on this form. When completing this form, select a unique User ID and Password. Be sure to record this information, you will need it to access the system in the future. Check marks indicate required fields.

Initially, the website will take you to the User Profile immediately after submitting your Group ID.

The screenshot shows a web form titled "USER PROFILE" with a sub-header "Required Information". A yellow arrow points to the "Group ID" field, which contains "Test1". Below this are fields for "Mentor/Mentoree" (a dropdown menu), "User ID" (with a red warning: "Please do not use the username you have at work."), "Password" (with a red warning: "Please do not use the password you have at work."), "First Name", "Middle Initial", "Last Name", "Location" (dropdown), "Division" (dropdown), "Career Path" (dropdown), "Job Title", "Series/Grade", "Work Phone" (with an example: "e.g.111 222-3333 x5555"), and "Email". Each of these fields has a small blue checkmark to its right. Below the "Required Information" section is a section titled "Your Supervisor's Information" with fields for "First Name", "Middle Initial", "Last Name", "Supervisor Phone#" (with an example: "e.g.111 222-3333 x5555"), and "Supervisor Email". At the bottom is a section titled "MAILING ADDRESS" with the instruction "Please enter your work place mailing address." and fields for "Address", "City, St. Zip Country" (with dropdowns for "City", "St.", "Zip", and "Country"). At the very bottom are "Submit" and "Cancel" buttons.

Once you complete this form, click **"Submit."** You are now a member of **The Mentoring Connection (TMC)** and will login using the User ID and Password you just selected.

The next screen is the Application Notification. Click **"OK"** and the program will take you to the Application Form.

In the future, you may access this site from the **"Pre-Work"** drop down, click **"My Profile"**.

To edit the form, click the **"Edit"** button in the upper-right corner of the form.

# How to Navigate The Mentoring Connection

## Application Form

Mentors and mentorees apply to the program online by completing a short application form that includes a biographical sketch.

**TMC** collects this important data to assist participants in identifying & requesting a mentor.

When completing this form, be sure to save frequently. For security reasons, the program times out automatically after 45 minutes, and any information you have entered and have not saved will be lost.

The screenshot shows a web application interface for 'The Mentoring Connection'. At the top is a navigation bar with links: 'Welcome', 'Profile', 'Feedback', and 'Logout'. Below this is a section titled 'Instructions' with the following text: 'It is recommended that you save your answers frequently, approximately every 15 minutes. You can save as many times as you like, and return at a later date to complete your answers. This Form may contain several open-ended questions. Consider typing your responses in a Word document and then copy and paste them into the appropriate section. When you have completed all your answers, and reviewed them, click the "I'm Done" button to mark your Form as complete.' Below the instructions is the 'Mentoree Application Form'. It contains a form with the following fields: 'Name', 'Division', 'Job Title' (with the value 'Development Specialist'), 'Grade', and 'Phone No.' (with the value '202-287-1685'). Below these fields are three buttons: 'Save', 'I'm Done', and 'Cancel'. Below the buttons is a section titled '1) Please check the competencies/skills that you are looking to enhance through mentoring:'. It contains a list of competencies with checkboxes: 'Communication' (checked), 'Leadership' (unchecked), 'Customer Focus' (unchecked), 'Human Resource Management' (unchecked), 'Problem Solver' (checked), 'Self Direction' (checked), 'Diversity' (unchecked), 'Conflict Resolution' (unchecked), 'Demonstrates and Promotes Teamwork' (unchecked), 'Technical Knowledge' (unchecked), 'Time Management' (unchecked), 'Adapts to Change' (unchecked), and 'Organizational Savvy' (checked). Below this is a section titled '2) Describe your current job:'. It contains a text area with the following text: 'I am an economist in the Private Investment Branch of the USG&O. My work is focused on international transactions involving nonbanking concerns. My main responsibilities include the preparation and analysis of quarterly and annual estimates, as well as preparing reports on recent economic activity.'

Initially, the website automatically directs you to this form upon completion of the User Profile.

Hereafter, you will access your application, form the **"Pre-Work"** drop down, click **"Pre-Work"**.

When you have completed the form, click **"I'm Done."** This will take you to a printer-friendly view of your application form.

To edit the form, click the **"Edit"** button in the upper-right corner of the form.

# How to Navigate The Mentoring Connection

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## Pre Course DISC Assessment

### (Optional)

The Pre Course DISC Assessment is a personalized report generated from the TTI Success Insights™ software. TTI Success Insights™ reports clarify individual work styles, how styles effect job performance, and how the mentor and mentoree can work together to build on strengths and overcome weaknesses.

Respondent Login		Start
Response Language:	English(US)	▼
Please enter your response link below.		
<input type="text"/>		
U.S. Patent Pending		Copyright (c) 1999, 2001 - Target Training International, Ltd. - 2.3.1.40 - 1.0

From the **"Pre-Work"** page, click **"Pre Course DISC Assessment"**.

Enter the **Response Link** information that will be provided by the Consultant.

# How to Navigate The Mentoring Connection

## THE SUCCESS TRIANGLE – 360°

### (Optional)

The Success Triangle is a multi-rater feedback system designed to identify skills and competencies in three key areas:

- ◆ Building relationships
- ◆ Expertise
- ◆ Navigating the Organization

Each "Success" Triangle set includes eight surveys. One survey is completed by the mentoree, one is completed by his or her immediate supervisor, and the remaining six surveys are completed by a combination of the participant's superiors, peers and direct reports.

**TMC** will administer the assessment as well as track and collect the results for processing.

Name	Email	Status
Richard Kubic	test@des-inc.net	In Process
Donald Driver	Ddriver@des-inc.net	<a href="#">delete</a>

From the **"Pre-Work"** page, click **"The Success Triangle (a 360 degree Evaluation)"**.

After entering the name and email address, click on the **"Add"** button to save that information.

When you are finished adding all of your raters you will want to click **"Status"**. This will take you to a screen that allows you to send the emails.

# How to Navigate The Mentoring Connection

## Requesting a Mentor Match (Mentorees only)

A facilitated matching process offers interested employees an opportunity to work with a mentor who can best support their developmental needs.

To facilitate a suitable match, mentorees will review profiles from volunteer mentors. They will be encouraged to interview two to three potential mentors before making a final decision.

Once the mentor has been determined, the mentoree will send a request for match. If the mentor accepts the request, the match will be made in the system automatically.

**Mentor Biographies**  
close print

Click here to [View Tips](#) on making a good mentoring match.

To view a subset of users, select from the list of Locations, Career Paths, and/or Competencies and click the "Search" button.

Location:  Career Path:

Please check the competencies/skills of the Mentors to search for:

☒ No Preference ☐ Building Relationships ☐ Career Development  
☐ Technical Expertise ☐ Communication ☐ Leadership Development  
☐ Industry Knowledge ☐ Supervisory Development ☐ Political Savvy  
☐ Understanding of Technology

Search

**Mentors matching your search criteria.**

Mentor Name	Location	Career Path	Competencies	Link
Cregger, Anne	Washington, DC	Communications	Building Relationships Communication	<a href="#">View Bio</a> <a href="#">Request Match</a>
Mouse, Jerry	Washington, DC	Communications	Career Development Communication	<a href="#">View Bio</a> <a href="#">Request Match</a>

From the **"Pre-Work"** page click **"View Bios"** of prospective mentors. Once a mentor has been narrowed down, enter **"Request Match"**. Mentorees will also be able to send **"Reminder"** notices or **"Withdraw"** notices from the **"View Matching Requests"** page.

## How to Navigate The Mentoring Connection

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### Receiving a Request to be matched (Mentors only)

Once the mentor has been determined, the mentoree will send the mentor a request for match. At this point the mentor will have the opportunity to accept or decline.

Below is an example of the message that will appear in the mentor's email in box:

*Sherry Sherman requests that you enter a mentoring relationship.*

Sherry Sherman comments:

*I would like to learn more about how to navigate the organization and admire your political savvy skills.*

*If you would like to discuss this opportunity further, reply to this email, or call Sherry Sherman at 703-551-0734.*

When you have decided to either accept or decline this mentoring opportunity, please follow these steps:

Simply go to [www.mentoringconnection.com](http://www.mentoringconnection.com)

Login as Already a member:

Type in your User ID and Password.

Go to the **"Prewrite"** page.

Click on the **"View Matching Requests"** link.

Find the open request from Sherry Sherman and then click either the **"Accept"** or **"Decline"** button.

# How to Navigate The Mentoring Connection

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## Accepting or Declining a Match (Mentors only)

A facilitated matching process offers mentors an opportunity to accept or decline the requested match. It is recommended that mentors commit to no more than 5 formal mentoring matches at any give time.

The screenshot shows a web interface for managing mentoring requests. At the top, there are navigation links: 'Welcome', 'Profile', and 'Help'. Below this is a section titled 'Matching Requests' with a 'Return to Status' button. Underneath is a table titled 'Open Requests'.

Mentoree	Date Requested	Reminders	Action
Sherry Sherman	3/23/2003	No Reminders Sent.	<a href="#">Accept</a> <a href="#">Decline</a>
Ann Hibbard	3/24/2003	No Reminders Sent.	<a href="#">Accept</a> <a href="#">Decline</a>

Below the table is another 'Return to Status' button.

From the **"Pre-Work"** page click on the **"View Matching Requests"** link. Find the open request, then click the **"Accept"** or **"Decline"** button.



# How to Navigate The Mentoring Connection

## Managing several mentors and mentorees

TMC gives participants an opportunity to manage several mentors and mentorees at a time. Each **“mentor/mentoree assignment”** has suggested planning tools to handle the logistics of the mentoring relationship:

1. Mentoring Agreement
2. Mentoring Action Plan
3. Close Out Evaluation

The Mentoring Agreement and Action Plans are prepared and updated by the mentoree. The mentor can only **“View”** these documents through TMC.

Welcome to The Mentoring Connection			
Hello Thelma Jones!			
Mentor Assignment(s)			
Mentor:	Louise Smith	Job Title:	Supervisory Economist
Phone Number:	202-307-0167	Series/Grade:	GS-15
Application:	<a href="#">view</a>		
Forms			Completed on
Mentoring Agreement			2/7/2006
Mentoring Action Plan			Saved
Mid-Point Evaluation			Started
End of Program Evaluation			Started
Situational Mentors			<a href="#">Click here</a>

From the **“Mentoring Tools”** page **“Select a Mentor/Mentoree to be displayed”** and the action to be viewed or taken.

Mentorees note: To close down a mentoring match, click **“Close”**.

# How to Navigate The Mentoring Connection

## Mentoring Agreement

The Mentoring Agreement and is prepared and updated by the mentoree, but the mentor may **“View”** it at any time.

Its purpose is to define the guidelines of the partnership, establishing goals of the relationship, and outlining mutual expectations of timing and confidentiality.

Mentoring Agreement			
<b>Name</b>	Thelma Jones	<b>Name</b>	Louise Smith
<b>Division</b>	Finance	<b>Division</b>	Finance
<b>Job Title</b>	Employee Development Specialist	<b>Job Title</b>	Supervisory Economist
<b>Grade</b>	GS-11	<b>Grade</b>	GS-15
<b>Phone No.</b>	202-287-1685	<b>Phone No.</b>	202-307-0167

Save

I'm Done

Cancel

1) Mentoring partnership objectives: As a result of working with a mentor I would like to accomplish the following:

As a result of mentoring I would like to accomplish the following: increase my knowledge GAO and gain an understanding of the organizational culture, increase my technical knowledge, learn more about the different fields of economics.

2) Role of the mentor: I will support my mentoree's developmental process by: (i.e. helping to develop and monitor his/her mentoring action plan, sharing organizational insight, expanding his/her network, acting as a sounding board, providing developmental feedback):

Helping to develop and monitor his/her mentoring plan  
Sharing organizational insight  
Expanding his/her network  
Acting as a sounding board  
Providing developmental feedback

### Mentorees:

From the **“Mentoring Tools”** page, select a mentor to be displayed, click on **“Mentoring Agreement”**.

### Mentors:

From the **“Mentoring Tools”** page, select a mentor to be displayed, select the **“View”** button that shows up under Agreement.

# How to Navigate The Mentoring Connection

## Mentoring Action Plan

The Mentoring Action Plan (MAP) is the mentorees' personal roadmap for progress in achieving their goals. Mentorees create and edit their own MAPs.

The mentors have viewing capability for their mentorees' MAP. This tool helps mentorees identify developmental activities that address their particular needs and goals. It also helps them track their progress.

[print](#)

**Mentoring Action Plan**

Mentoree	Mentor
<b>Name:</b> Lucille Ball	<b>Name:</b> Ethel Mertz
<b>Title/Series:</b> Accountant	<b>Title/Series:</b> Director of Accounting Services
<b>Grade:</b> n/a	<b>Grade:</b> n/a
<b>Phone Number:</b> 703-551-0734	<b>Phone Number:</b> 703-551-0734
<b>Last Updated on:</b> 6/9/2005	

For an overview of the structure of an Mentoring Action Plan, [click here](#).

**Vision:** [edit](#)

My personal vision is to be recognized as an expert in economics and known for getting things done while maintaining positive relationships with peers and managers.

**Learning Goals and Objectives:** [edit](#)

As a result of mentoring I would like to accomplish the following: increase my knowledge GAO and gain an understanding of the organizational culture, increase my technical knowledge, learn more about the different fields of economics.

[Add a Developmental Opportunity](#)

**Developmental Opportunity 1.** [edit](#) [delete](#)

Increase knowledge of GAO and gain an understanding of the organizational culture.

**Primary Support Person:** Supervisor [Add a Learning Activity](#)

	Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status
<a href="#">edit</a> <a href="#">notes</a>	Meet with people from other branches in GAO to discuss their accounts. Report findings to mentor.	Building Relationships	8/4/2004	8/4/2004	\$0.00	Approved

### Mentorees:

From the **"Mentoring Tools"** page, select a mentor to be displayed, click on **"Mentoring Action Plan"**.

### Mentors:

From the **"Mentoring Tools"** page, select a mentoree to be displayed, select the **"View"** button that shows up under Plan.

# How to Navigate The Mentoring Connection

## Evaluation

The evaluation gathers important data for assessing the success of the mentoring partnership. It provides mentors and mentorees an opportunity to reflect on their mentoring experience, uncover issues and recommend improvements or adjustments to the program design and mentoring training.

**Note:** The results of this evaluation are accessible only by the program coordinators.

The screenshot shows a web application interface for a mentoring program. At the top, there is a navigation bar with links: Welcome, Profile, Feedback, and Logout. Below this is a section titled 'Instructions' with three bullet points: 'It is recommended that you save your answers frequently, approximately every 15 minutes.', 'You can save as many times as you like, and return at a later date to complete your answers.', and 'This Form may contain several open-ended questions. Consider typing your responses in a Word document and then copy and paste them into the appropriate section.' Below the instructions is a section titled 'Mid-Point Evaluation' which contains two columns of user information. The first column lists: Name (Thelma Jones), Division (Finance), Job Title (Employee Development Specialist), Grade (GS-11), and Phone No. (202-287-1685). The second column lists: Name (Louise Smith), Division (Finance), Job Title (Supervisory Economist), Grade (GS-15), and Phone No. (202-307-0167). Below the user information are three buttons: Save, I'm Done, and Cancel. At the bottom, there is a question: '1) How effective is the mentoring program in helping the mentoree take initiative and become self-directed.' with five radio button options: Very Effective (selected), Effective, Neutral, Ineffective, and Very Ineffective. A 'Don't Know' option is also present at the bottom.

Mid-Point Evaluation			
Name	Thelma Jones	Name	Louise Smith
Division	Finance	Division	Finance
Job Title	Employee Development Specialist	Job Title	Supervisory Economist
Grade	GS-11	Grade	GS-15
Phone No.	202-287-1685	Phone No.	202-307-0167

Save I'm Done Cancel

1) How effective is the mentoring program in helping the mentoree take initiative and become self-directed.

- ☒ Very Effective
- ☐ Effective
- ☐ Neutral
- ☐ Ineffective
- ☐ Very Ineffective
- ☐ Don't Know

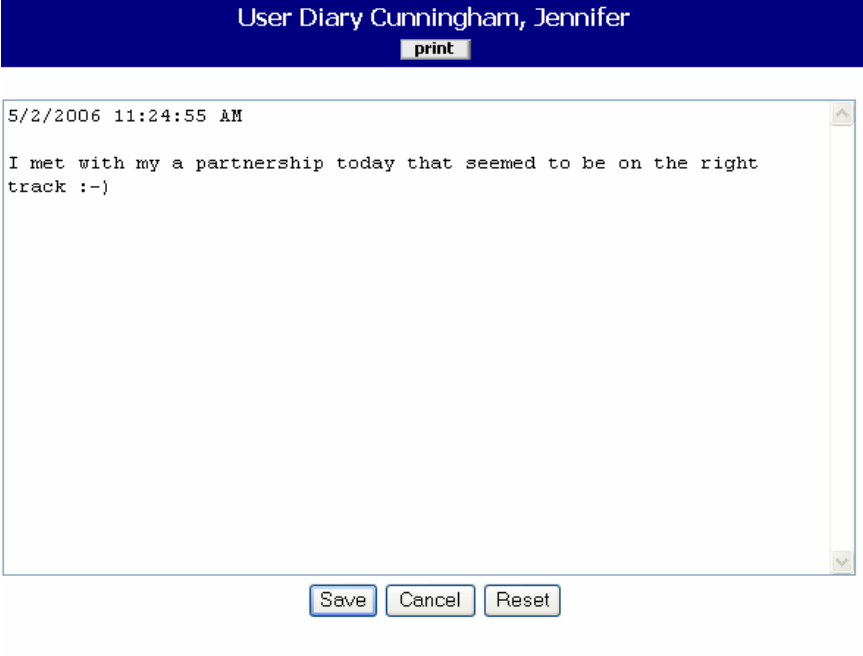
From the **"Mentoring Tools"** page, click either the **"Mid-Point Evaluation"** or the **"End of Program Evaluation"**.

# How to Navigate The Mentoring Connection

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## Journal

The Journal feature is a log for notes specific to the mentoring program. Mentors and mentorees can record personal thoughts, observations, questions, agendas for meetings, insights gained from mentoring meetings or developmental activities, etc.



The screenshot shows a web interface for a "User Diary". At the top, a dark blue header bar contains the text "User Diary Cunningham, Jennifer" and a "print" button. Below the header is a large text area with a light blue border. Inside the text area, the date and time "5/2/2006 11:24:55 AM" are displayed at the top left. The main text of the entry reads: "I met with my a partnership today that seemed to be on the right track :-)". At the bottom of the text area, there are three buttons: "Save", "Cancel", and "Reset".

From the **"Mentoring Tools"** drop down, click **"Journal"**.

Be sure to click **"save"** when you are finished.

To print, simply click **"print"** at the top of the page.

# How to Navigate The Mentoring Connection

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## Feedback

The Feedback function allows the Program Participants to send feedback via email to **TMC**.

Software Feedback/Problem Reporting

Use this form to report problems you have experienced in using this application, or to make suggestions for enhancing its usefulness.

Report Type: 

Problem

Description 

Problem

Suggestion

Send

Cancel

Reset

Click directly on **"Feedback"**.

# How to Navigate The Mentoring Connection

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## Logout

This function will log you out of The Mentoring Connection, bringing you back to the home page.



Click directly on **“Logout”**.